

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

SPECIAL EDUCATION CONSULTANT

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to assist schools in the education of exceptional children.

There are three classifications in this job.

Position Code Title – Special Education Consultant-E

Special Education Consultant 12

This is the intermediate level. The employee performs an expanding range of professional special education consultant assignments in a developing capacity.

Special Education Consultant P13

This is the experienced level. The employee performs a full range of professional special education consultant assignments in a full functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Special Education Consultant-A

Special Education Consultant 14

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments, which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level in the series.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Advises and assists personnel of school districts and social agencies in adding programs and improving existing programs in special education.

SPECIAL EDUCATION CONSULTANT

PAGE NO. 2

Develops comprehensive programs for the education of exceptional children.

Develops new and more effective ways of teaching the assigned type of exceptional children.

Plans and conducts training conferences for teachers, administrators, and others in regards to special education.

Develops, administers, and monitors grants for special education programs.

Reviews and evaluates special education programs to ensure compliance with federal and state laws, policies, and regulations; reviews and makes recommendations regarding requests from school districts to deviate from established rules.

Serves as liaison and coordinates special education program activities with state, national, and private agencies.

Provides technical expertise and guidance to school districts in the preparation and implementation of special education plans.

Responds to inquiries from the public, private organizations, school districts, and other public agencies regarding due process, procedural safeguards, and other legal and regulatory issues involving special education.

Assists in the development of legislation, policies, goals, and objectives of departmental special education programs.

Collaborates with general education programs in equitably improving the quality of special education for Michigan residents.

Develops budget proposals for new special education projects.

Maintains records and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

Additional Job Duties

Special Education Consultant 14 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

SPECIAL EDUCATION CONSULTANT

PAGE NO. 3

Special Education Consultant 14 (Senior Worker)

Performs, on a regular basis, professional special education consultant assignments, which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and methods used in teaching exceptional children.

Knowledge of the problems involved in developing and improving special education programs.

Knowledge of grants and funding processes available for special education programs.

Knowledge of budget methods and processes.

Knowledge of state and federal laws pertaining to special education.

Knowledge of the influence of social, physical, and psychological factors in instructional situations.

Knowledge of recent developments and current literature in the field of special education.

Ability to analyze conditions and needs of local communities with respect to special education programs.

Ability to develop programs and more effective teaching methods for exceptional children.

Ability to plan and conduct training conferences pertaining to special education for administrators and teachers.

Ability to evaluate special education programs.

Ability to develop budgets, monitor expenditures, and prepare grant requests for special education programs.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Special Education Consultant 14 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Special Education Consultant 14 (Senior Worker)

Performs on a regular basis professional education consultant assignments, which have been recognized by Civil Service as more complex than those assigned at the experienced level.

Working Conditions

Some employees may be required to travel.

Physical Requirements

None.

Education

Possession of a master's degree in special education, school social work, or school psychology.

Experience

Special Education Consultant 12

This is the intermediate level. One year of professional administrative or consultative experience in the field of special education, equivalent to a Special Education Consultant in state service.

Special Education Consultant P13

Two years of professional administrative or consultative experience in the field of special education, equivalent to a Special Education Consultant in state service, including one year equivalent to an intermediate level Special Education Consultant.

Special Education Consultant 14

Three years of professional administrative or consultative experience in the field of special education, equivalent to a Special Education Consultant in state service, including one year equivalent to a Special Education Consultant P 13.

SPECIAL EDUCATION CONSULTANT

PAGE NO. 5

Alternative Education and Experience

Five years of experience as a special education teacher, school social worker, or school psychologist may be substituted for one year of the required experience listed above at the intermediate or experienced level.

Possession of a doctorate degree in special education, school counseling, or school psychology may be substituted for one year of the required experience at the intermediate or experienced level.

Special Requirements, Licenses, and Certifications

Current or past possession of a teacher's certificate, comparable to the one issued in Michigan, with endorsement in an area of special education.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
SPECEDCST	Special Education Consultant

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Special Education Consultant-E	SPEDCSTE	W22-045
Special Education Consultant-A	SPEDCSTA	W22-050
Special Education Consultant-A	SPEDCSTA	NERE-152

ECP Group 2
8/20/2000
KF/VLWT